

The Division's commitment to permanency for every child is the basis of the following search and recruitment plan. It involves sequential activities designed to utilize all possible resources in Missouri, the region and the nation in finding a permanent family for a child.

No later than the end of the first month following the decision that a child is available for adoption, the worker shall carry out the steps outlined below:

- 1) Locate and review appropriate adoptive family resources approved by agencies in the local community.
- 2) Conduct a search of the ACTS vendor subsystem using the ZVRS transaction. Obtain the family assessments for identified families from the identified county office or agency.
- 3) Send e-mail request for adoptive assessment of approved families including the following information:
 - a) Name and county of sending worker;
 - b) First name only, gender, cultural identity, and age of child for whom you are seeking an adoptive family placement resource;
 - c) Brief description of child's legal status, appearance, health and handicap status, background and interests/hobbies;
 - d) Preferred characteristics of family sought for child;
 - e) If desired, suggest a number of assessments that should not be exceeded; and
 - f) Information about screening/formal staffing plan including date, time and place.
- 4) Prepare and submit appropriate information and photo to Central Office for inclusion in the Photo Listing and Internet photo publication. (Refer to instructions for AEM-8 in the Forms Manual.)
- 5) Contact the agencies specifically serving Indian children in Missouri, if appropriate. These are:

Region VII American Indian Council
1314 E. Admiral Blvd.
Kansas City, MO 64106
Telephone: 816-471-4898

American Indian Center of Mid-America
4115 Connecticut
St. Louis, MO 63116
Telephone: 314-773-3316

Southwest Missouri Indian Center
2422 W. Division
Springfield, MO 65802
Telephone : 417-869-9550

- 6) Refer minority children to any Children's Division (CD) special recruitment projects.
- 7) Central Office will initiate registration with other state, regional and national exchanges.
- 8) Within the first two months, when needed, the worker must initiate other child specific recruitment activities, i.e., Thursday's Child appearances. Requests for assistance and additional information are to be made directly to the Out-of-Home Care Program Development Unit in Central Office.
- 9) Following the establishment of the goal of adoption, there will be regular supervisory reviews of each child for whom an appropriate resource cannot be located. The review will be conducted monthly for children age 24-months and under, and quarterly for children over age 24-months. This procedure includes:
 - a) Reviewing recruitment activities and responses to recruitment;
 - b) Identifying barriers to placement;
 - c) Reviewing the child's narrative profile to make sure that the child's strengths are presented in an appealing manner
 - d) Determine additional plans and activities for continuing to meet the child's goal of permanency through adoption, such as; referral to the Second Level Adoption Matching Team using local procedures; participating in various adoption fairs/carnivals around the state.
 - e) Record in the child's narrative that the supervisor has reviewed the recruitment efforts and document any additional efforts that will be utilized. The supervisor will sign the entry.

- 10) When required procedures have not been implemented, the immediate supervisor must outline with the worker a process for recruiting families for any child waiting for adoptive placement.
- 11) It is the Division's preference that children obtain the permanency of adoption rather than permitting the child to remain indefinitely in out-of-home care. Therefore, the following activities should be carried out on a regular basis for any "waiting" child:
 - a) Follow-up immediately on any subsequent referrals from exchanges, recruitment activity, etc.
 - b) Monthly, conduct a search of ACTS vendor subsystem using the ZVRS transaction (new families may have been entered into the system).
 - c) Initiate additional e-mail requests at reasonable intervals; i.e., every three months.
 - d) Continue indefinitely, recruitment activities and other methods of making known the child's need for permanency through adoption.

NOTE: Attention must be given immediately to any family responding to search and recruitment activities on behalf of a specific child.

Related Subject: Chapter 3, of this section, Resource Family Assessment and Licensing Process.

MEMORANDA HISTORY: